

**Architectural Review Board Meeting  
JANUARY 20, 2022 2:30 PM  
MINUTES**

**MEMBERS PRESENT:** Jack Giddens, Joye Reno, Carrol Ann Coleman, Georgene Brazier

**COUNCIL PRESENT:** None

**STAFF PRESENT:** Randy Dykes, Amanda Styer

**GUEST PRESENT:** Amanda Gascon, Brad Dixon, Ivona Dixon, Eric Van Otteren, Jason Bryant

The meeting was called to order by Jack Giddens at 2:30pm.

**APPROVAL OF MINUTES:**

1. Approval/Disapproval of the meeting minutes from the December 16, 2021 ARB meeting.

Joye Reno made a motion to approve the minutes from the December 16, 2021 ARB meeting; motion seconded by Carrol Ann Coleman and carried by all.

**PLAN REVIEW:**

**1. Approval/Disapproval of the building elevations for the Richmond Hill Library exterior remodel located at 9607 Ford Avenue.**

Amanda Gascon explained the library decided to stay at their current location and remodel. She stated they plan to paint the brick white, have black architectural shingles along with a darker gray metal roof, and fiber cement siding.

Jack Giddens asked if they are moving the main entrance to the library and Ms. Gascon replied yes. He also asked if they will be adding additional parking and Ms. Gascon replied yes.

Eric Van Otteren explained the library will have new access off Fish Avenue, which should be a much safer layout.

**Joye Reno made a motion to approve the building elevations for the Richmond Hill Library exterior remodel located at 9607 Ford Avenue; motion seconded by Carrol Ann and carried by all.**

**2. Approval/Disapproval of the building elevations for the Dixon & Lasseter Law Office to be located on Highway 17, Map & Parcel 046-19-01.**

Georgene Brazer asked if the shutters will be operable and Mr. Dixon replied he does not believe so and asked if it was a requirement and the board replied no.

Joye Reno asked that the shutters be made to scale and asked if the columns would be round or square. Mr. Dixon replied he is fine with either and she stated square would look more appropriate for the building.

Jack Giddens asked about the roof and Mr. Dixon explained it would be black architectural shingles. He also asked if the rails on the outside stairs would be wooden and Mr. Dixon replied yes.

Joye Reno asked what brick and Mr. Dixon replied out of the options in the ordinance he liked Castlerock best. Joye Reno suggested closed shutter look on the blank walls.

**Joye Reno made a motion to approve the building elevations for the Dixon & Lasseter Law Office to be located on Highway 17, Map & Parcel 046-19-01, with conditions; motion seconded by Carrol Ann Coleman and carried by all. The conditions are as follows. The shingles to be black architectural shingles, wood railings be painted, posts on the front porch to be square, all shutters be appropriate size for the width of the window, upper and lower windows be aligned on the left and right side of the building, faux window be placed above left window on the right side of the building, faux window be placed on upper level above the right door on the rear of the building, and two faux windows be placed upper and lower on the rear of the building.**

**RECOMMENDATION TO PLANNING COMMISSION:**

**1. Recommendation for approval/disapproval of site plan for the Dixon & Lasseter Law Office to be located on Highway 17, Map & Parcel 046-19-01.**

Assistant Planning Director, Randy Dykes, explained the road leading to Bethel Baptist Church will be extended to along the front of this property and parking for this office will be located in the rear. He added that signage for this project will come before the ARB at a later time.

Jack Giddens asked if the palm trees can be changed to oaks instead and Jason Bryant, project engineer, replied yes.

**Joye Reno made a motion to recommend approval of the site plan for the Dixon & Lasseter Law Office to be located on Highway 17, Map & Parcel 046-19-01; motion seconded by Carrol Ann Coleman and carried by all.**

**2. Recommendation for approval/disapproval of the revised site plan for a minor vehicle repair business to be located at 1702 Highway 17, Lot 2 Former Upper Crust.**

Jason Bryant explained the site plan was changed due to the large trees on the property and an access easement needed for the neighboring business.

Mr. Bryant explained employee parking will be in the rear and a dry detention pond will be located in rear where the powerlines are.

Mr. Bryant added there will be a delivery truck lane with gates on each side for the neighboring business to have access.

Mr. Dykes explained the building elevations will come before the ARB for review at a later time.

**Joye Reno made a motion to recommend approval of the revised site plan for a minor vehicle repair business to be located at 1702 Highway 17, Lot 2 Former Upper Crust; motion seconded by Carrol Ann Coleman and carried by all.**

**Georgene Brazer made a motion to close the meeting; motion seconded by Carrol Ann Coleman and carried by all.**

With nothing further, the meeting adjourned at 3:34 PM.

Respectively,

A handwritten signature in black ink, appearing to read 'A. Styer'.

Amanda Styer  
Zoning Administrator